

# The Capacity to Govern

1.	Have the articles of incorporation and the bylaws of your organization been reviewed by the board within the last three to five years?	YES	NO
2.	Has your board engaged in a comprehensive long-range planning process within the last five years?	YES	NO
3.	Does your board approve specific goals and objectives for each year?	YES	NO
4.	Is your board (or a subcommittee of the board) involved in the process of developing the annual budget?	YES	NO
5.	Do your trustees compare financial performance to budgeted figures throughout the year?	YES	NO
6.	Has your board developed and approved proper financial controls that meet generally accepted practices for nonprofit organizations?	YES	NO
7.	Are all board members required to make a financial contribution to the organization?	YES	NO
8.	Are all trustees active in fundraising for your organization?	YES	NO
9.	Has your board developed a process for evaluating the executive director?	YES	NO
10.	Does your board play a leadership role in promoting your organization in the community?	YES	NO
11.	Does your organization actively recruit, orient and evaluate trustees?	YES	NO
12.	Is there a trustee manual that spells out requirements of the “job” and addresses issues such as conflict of interest?	YES	NO
13.	Are committees of the board organized to ensure the work of the board is effectively accomplished?	YES	NO
14.	Has your board considered the question of trustee liability?	YES	NO